



## Volunteering Placements: Semester 1, 2020

### 1. Introduction

Thank you for your interest in volunteering with University of Edinburgh’s Centre for Research Collections and Museums! We’re delighted that you want to spend your time volunteering with us. Below you’ll find information about the roles we have available this semester. Please note that, due to the ongoing COVID-19 situation, all volunteer roles for this semester will either take place completely remotely (i.e. with you working from home) or in a hybrid format (occasionally coming onto our premises but working from home for the majority of the time).

If you have any questions, please don’t hesitate to contact me (Laura) on [LAUCVolunteering@ed.ac.uk](mailto:LAUCVolunteering@ed.ac.uk).

### 2. Timeline

If you are interested in one of the roles listed below, please send a **copy of your CV** and a **short statement of no more than 300 words** to [LAUCVolunteering@ed.ac.uk](mailto:LAUCVolunteering@ed.ac.uk) by **12 noon on Monday 28<sup>th</sup> September**. Your statement should address why you would like the role and, more importantly, how you fit the criteria mentioned in the description below.

On **Wednesday 23<sup>rd</sup> September**, at **10am**, we’ll hold an online Volunteers Open Morning where the supervisors of the placements will be able to talk a bit more about the roles and answer any questions you may have.

Depending on the volume of applications we receive for the placements, we may carry out some informal interviews. These will take place online between **7<sup>th</sup> – 9<sup>th</sup> October**. Please let us know in your application if you are unavailable during this period.

Volunteer placements will begin during the week beginning **12<sup>th</sup> October**. During this week, your induction as a volunteer will also take place (where we’ll set you up on our systems, introduce you to the people you’ll be working with and so on).

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| Volunteers Open Morning Online | 10am, Wednesday 23 <sup>rd</sup> September |
| Closing date for applications  | 12 noon, Monday 28 <sup>th</sup> September |
| Informal interviews            | 7 <sup>th</sup> - 9 <sup>th</sup> October  |
| Volunteer placements begin     | Week beginning 12 <sup>th</sup> October    |



### 3. Volunteer Role Descriptions

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| <b>Title:</b>              | <b>Educational Digital Resource Volunteer</b>  |
| <b>Role Description:</b>   | St Cecilia’s Hall (SCH) has a series of educational activities for schools. The activities integrate cross-curricular learning using musical instruments as inspiration. To supplement a visit to our museum, SCH is looking to develop additional resources for teachers to use in their classroom or virtually. The SCH volunteer will work with the Learning and Engagement Curator to choose one of our educational workshops on which to focus and to create resources to enhance a class’ visit to our museum. The placement will have the opportunity to review the different educational activities, explore creating either a pre- or post-visit pack, gather resources needed for the pack, connect the learning activities to the Curriculum for Excellence, and produce the pack for educational use. The resource pack can either be in physical or digital format or both. |
| <b>Supervisor:</b>         | Sarah Deters, Learning and Engagement Curator  |
| <b>Time Commitment:</b>    | 4-8 hours per week. Volunteer hours can be a ‘hybrid’ experience with a few hours to take place at St Cecilia’s Hall to touch base with staff and to get to know the collection and the rest at home.  |
| <b>Start Date:</b>         | Between 12 <sup>th</sup> – 19 <sup>th</sup> October  |
| <b>End Date:</b>           | Ongoing, Semester 1 & 2 would be ideal   |
| <b>Essential Criteria:</b> | <ul style="list-style-type: none"> <li>• Interest in museums and museum education</li> <li>• Experience working with young people</li> <li>• Creative thinking and problem solving skills</li> </ul>   |
| <b>Desirable Criteria:</b> | <ul style="list-style-type: none"> <li>• Knowledge of music and musical instruments</li> <li>• Experience with WordPress</li> <li>• Competency in publishing/design software such as Microsoft Publisher, InDesign, Photoshop, etc.</li> <li>• Knowledge of the Curriculum for Excellence</li> </ul>   |



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| <b>Title:</b>              | <b>Instrument Documentation Photographer</b>  |
| <b>Role Description:</b>   | St Cecilia's Hall (SCH) is looking for a volunteer with experience in photography to help document musical instruments on display at our museum. The volunteer would be responsible for taking a variety of 'detail' images of objects to supplement existing photography and to aid researchers in their understanding of our collection. The volunteer would work with the curatorial and conservation staff of SCH to create a photoshoot list and plan. The volunteer would gain valuable experience in object photography and object handling while supplementing their portfolio. All equipment will be provided. |
| <b>Supervisor(s):</b>      | Jonathan Santa Maria Bouquet, Musical Instrument Conservator<br>Sarah Deters, Learning and Engagement Curator   |
| <b>Time Commitment:</b>    | 4-8 hours per week. Volunteer hours can be a 'hybrid' experience with a few hours to take place at St Cecilia's Hall for the photography session while the rest at home for editing.  |
| <b>Start Date:</b>         | Between 12 <sup>th</sup> – 19 <sup>th</sup> October   |
| <b>End Date:</b>           | Ongoing, Semester 1 & 2 would be ideal  |
| <b>Essential Criteria:</b> | <ul style="list-style-type: none"><li>• Experience in photography.</li><li>• Experience with photographic editing software such as Adobe Photoshop or Paint.net.</li><li>• Excellent attention to detail.</li></ul>   |
| <b>Desirable Criteria:</b> | <ul style="list-style-type: none"><li>• Able to meet deadlines</li><li>• Enjoys working in a collaborative manner</li><li>• Experience in object photography and object handling</li><li>• Interest in musical instruments</li></ul>  |



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| <b>Title:</b>              | <b>XRF Analysis of Manuscripts</b>   |
| <b>Role Description:</b>   | This role will focus on working with our Special Collections Conservator, Emily Hick, and analysing data gained from the X-Ray Fluorescence (XRF) machine to assist with identifying substances in our manuscripts. Emily will obtain the data using the XRF machine and the volunteer will analyse this data to ascertain if certain substances are present. During this placement, the volunteer will develop their understanding of XRF, learn how to interpret data and carry out some contextual research into the manuscripts under consideration. This is a remote working role only. |
| <b>Supervisor(s):</b>      | Emily Hick, Special Collections Conservator  |
| <b>Time Commitment:</b>    | 7 hours per week   |
| <b>Start Date:</b>         | 14 <sup>th</sup> October   |
| <b>End Date:</b>           | 16 <sup>th</sup> December  |
| <b>Essential Criteria:</b> | <ol style="list-style-type: none"><li>1. Interest in conservation or heritage science</li><li>2. A level, Higher or equivalent qualification in Chemistry or Physics</li><li>3. Good communication skills</li><li>4. Ability to work independently</li></ol>   |
| <b>Desirable Criteria:</b> | <ol style="list-style-type: none"><li>1. Experience of working/volunteering in a heritage environment</li></ol>  |

**Title:** **Communications and Engagement Assistant**



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| <b>Role Description:</b>   | The volunteer will work with the Community Outreach Officer to produce monthly Object of the Month articles, which feature an object from our collections and which are published in the University's 'Edinburgh Local' newsletter. There is also the potential for the volunteer to work on creating a new CRC&Museums newsletter aimed at engaging students with our collections. |
| <b>Supervisor(s):</b>      | Laura Beattie, Community Outreach Officer   |
| <b>Time Commitment:</b>    | 3 hours per week  |
| <b>Start Date:</b>         | 14 <sup>th</sup> October  |
| <b>End Date:</b>           | Ongoing   |
| <b>Essential Criteria:</b> | <ul style="list-style-type: none"><li>• Excellent written communication skills</li><li>• An interest in culture and heritage and a desire to share that interest with others</li><li>• Ability to work independently</li><li>• Previous experience of writing blog posts/articles to be shared online or offline</li></ul>  |
| <b>Desirable Criteria:</b> | <ul style="list-style-type: none"><li>• Previous experience of using digital newsletter tools, particularly Dotmailer.</li></ul>  |



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| <b>Title:</b>              | <b>Team 100 Creative Assistant</b>   |
| <b>Role Description:</b>   | Team 100 Creative volunteers will work on supporting staff members with the creation and delivery of the outreach and engagement activities for the University's Social Work 100 archive. You can read more about the archive here: <a href="http://libraryblogs.is.ed.ac.uk/socialwork100/about-us-2/">http://libraryblogs.is.ed.ac.uk/socialwork100/about-us-2/</a> . Volunteers will be able to choose which sub-group they would like to be on: Research & Narration; Fundraising, Engagement & Marketing; Designing and Making. |
| <b>Supervisor(s):</b>      | Ruthanne Baxter, Museums Services Manager  |
| <b>Time Commitment:</b>    | 2 hours per week   |
| <b>Start Date:</b>         | Between 12 <sup>th</sup> – 19 <sup>th</sup> October  |
| <b>End Date:</b>           | Ongoing  |
| <b>Essential Criteria:</b> | <ul style="list-style-type: none"><li>• Interest in heritage collections and desire to share them with others</li><li>• Excellent team working skills</li><li>• Excellent communication skills</li></ul>   |
| <b>Desirable Criteria:</b> | <ul style="list-style-type: none"><li>• Previous experience of creating or supporting outreach and engagement activities</li><li>• Previous experience with working in archives</li></ul>  |



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| <b>Title:</b>              | <b>Maker Champions</b>   |
| <b>Role Description:</b>   | <p>Makers are people with DIY attitudes. Whether they love cooking, painting, 3D modelling, sculpting, upcycling, coding, knitting, soldering, 3D printing or a multitude of other passtimes they are brought together by a love of making “stuff”.</p> <p>As a maker champion you will work to promote makers and making across the university. Build networks of collaboration and highlight the support, equipment, facilities, events and other activities that make up the University of Edinburgh Maker community.</p> <p>You will help develop and maintain a database of facilities and services available for making at the university and will be a voice for this community within your college, helping to guide the ongoing development of the UCreate studio makerspace and other services across the University of Edinburgh.</p> |
| <b>Supervisor(s):</b>      | Mike Boyd, Manager UCreate Studio Makerspace   |
| <b>Time Commitment:</b>    | 50 hours between October and March (typically 2-3 hours per week)  |
| <b>Start Date:</b>         | 12 <sup>th</sup> October   |
| <b>End Date:</b>           | 31 <sup>st</sup> March   |
| <b>Essential Criteria:</b> | <ul style="list-style-type: none"><li>• A passion for making in any of its many forms</li><li>• A good communicator and team worker</li><li>• An understanding of making and makerspaes.</li><li>• A can do attitude!</li></ul>  |



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| <b>Title:</b>              | <b>Subtitle Editor (Moving Image Works)</b>   |
| <b>Role Description:</b>   | Edit the subtitles for moving image works held in the University's Art Collection. The volunteer will use Mediahopper to automatically generate subtitles in one of the languages outlined below, and then edit them to fit with timings and proof-read the text to ensure accuracy. We are looking for volunteers proficient in one of the following languages: English, German, French, Italian, Spanish, Mandarin, Arabic, Polish, or Russian. |
| <b>Supervisor(s):</b>      | Anna Hawkins, Museum Collections Manager  |
| <b>Time Commitment:</b>    | None specified – volunteers can allocate their own schedule. Mediahopper suggests 15 minutes editing work required for every 1 minute of film. Ideally all moving works will be captioned in the language the volunteer is fluent in by the end of the placement.   |
| <b>Start Date:</b>         | Between 12 <sup>th</sup> and 19 <sup>th</sup> October   |
| <b>End Date:</b>           | Ongoing (until all works are captioned)   |
| <b>Essential Criteria:</b> | <ul style="list-style-type: none"><li>• Must be fluent in one of the following languages: English, German, French, Italian, Spanish, Mandarin, Arabic, Polish, or Russian.</li></ul>  |
| <b>Desirable Criteria:</b> | <ul style="list-style-type: none"><li>• Previous experience of subtitling desirable but not necessary – training will be provided</li></ul>   |